

**ENGINEERING AND RELATED SERVICES
AUGUST 27, 2010**

**STATE PROJECT NO. 700-99-0555
RETAINER CONTRACT FOR MECHANICAL DESIGN SERVICES
STATEWIDE**

Under Authority granted by Title 48 of Louisiana Revised Statutes, the Louisiana Department of Transportation and Development (DOTD) hereby issues a Request for Qualification Statements (RFQ) on Standard Form 24-102 (SF 24-102), "Professional Engineering and Related Services", revised January 2003, from Consulting Firms (Consultant) to provide engineering and related services. **All requirements of Louisiana Professional Engineering and Land Surveying (LAPELS) Board must be met at the time of submittal.** One Prime-Consultant/Sub-Consultant(s) (Consultant/Team) will be selected for this Contract.

Project Manager – Mr. Andrew Sanders

All inquiries concerning this advertisement should be sent in writing to Debbie.Guest@LA.gov.

PROJECT DESCRIPTION

The selected Consultant will provide Mechanical Engineering and Related services for statewide projects covered by a Retainer Contract under separate Task Orders. The Consultant will be required to execute a Task Order which will specify the scope of services, contract time, and compensation. Each Task Order will become a part of the Retainer Contract.

SCOPE OF SERVICES

The services to be rendered for this Retainer Contract shall consist of the following:

New Facilities

The buildings shall be primarily of two types, a small single story office building with a maximum size of approximately 3,000 ft², and a small shop building to be used for the maintenance of the DOTD vehicles with a maximum size of approximately 6,000 ft². The structures shall be of metal building or steel frame construction with metal stud walls on the interior.

HVAC/Plumbing repairs, additions, and renovations to existing DOTD facilities

The selected Consultant may be required to provide design services for renovations and repairs to existing DOTD facilities. Renovations may include new boilers, new chillers, new HVAC systems, new ventilation systems, new sewage treatment plants, new oil interceptors, new water lines, new fume hoods, new vehicle wash racks, new oil change

pits, any combination of the above, or any other renovation required to maintain the viability of the facility. The consultant may be required to conduct a thorough evaluation of the existing mechanical and plumbing systems for compliance with the latest editions of all pertinent codes and provide a report on their findings.

Scope of Services

The selected Consultant may be required to provide the Mechanical and Plumbing design services for new and existing DOTD facilities. The Consultant will provide the design of all mechanical systems which will include the building HVAC system, plumbing system, and may include a sewage treatment plant, lift station, water well, or other special system required by the location.

When the DOTD determines that there is a need for engineering services of the type described above, the selected Consultant will be notified. Upon notification, the Consultant will be required to execute a Task Order (TO) specifying the work to be done, the contract time, and the compensation.

Once the TO has been approved, the Consultant will talk with the DOTD Headquarters and District personnel to develop a program, master plan, and cost estimate. Once these have been approved, the Consultant will prepare contract plans, specifications, and special provisions. After the contract is let, the Consultant will provide submittal and shop drawing review, and construction related engineering services.

The selected Consultant will be required to provide some or all of the following services for each Task Order (TO):

A. Phase 1: Preliminary Engineering

- 1) Execute Task Order (TO)
- 2) Perform site inspection and consult with appropriate DOTD Headquarters and District personnel to develop a scope for the project.
- 3) Develop a proposal and cost estimate for the project.
- 4) Submit the proposal and cost estimate to the Facilities and Landscape Management Architect for approval.

B. Phase 3: Final Plans

- 1) Prepare contract plans, specifications, and special provisions.
- 2) Prepare any necessary permitting and code compliance documents and forms required for the approval of governmental authorities having jurisdiction over the Project.

C. Phase 4: Construction Engineering Services

- 1) Review/approve submittals and shop drawings.
- 2) Visit project site as required to check construction for conformity with the contract.

REFERENCES

All services and documents will meet the standard requirements as to format and content of the DOTD; and will be prepared in accordance with the latest applicable editions, supplements and revisions of the following:

- A. Louisiana Standard Specifications for Roads and Bridges, 2006 edition.
- B. ICC Building Code (IBC)
- C. ICC Mechanical Code
- D. Louisiana State Plumbing Code
- E. National Fire Protection Association
 - 1) NFPA 101 - Life Safety Code - 2006
 - 2) NFPA 10 - Portable Fire Extinguishers
 - 3) NFPA 13, 13D, 13R - Sprinkler System Codes
 - 4) NFPA 30 - Flammable and Combustible Liquids Code
 - 5) NFPA 33 - Paint Spray Rooms and Booths
 - 6) NFPA 54 - National Fuel Gas Code
 - 7) NFPA 58 - Liquefied Petroleum Gas Code
 - 9) NFPA 72 - National Fire Alarm Code
- F. Americans with Disabilities Act - Accessibility Guidelines (ADA-AG), September 1994
- G. Energy Code Compliance, January 1999
- H. Applicable ANSI Standards

COMPENSATION

Compensation for each TO will be based on the percentage of funds Available for Construction (AFC) amount associated to the Engineers scope of design services in accordance with the procedures described in the DOTD Architectural Procedures Manual (Attachment "A").

The amount payable under this Retainer Contract for services to be performed under the various TO's shall not exceed a maximum of **\$50,000**. Each TO shall be payable under the respective TO project number which shall be obtained by the Project Manager.

CONTRACT TIME AND NOTICE TO PROCEED

This Retainer Contract shall be in effect for the duration of **three years**. The services to be performed for each Task Order (TO) will be determined prior to the execution of the TO. The Consultant will proceed with the services required in the TO upon issuance of the Notice to Proceed from the DOTD. The contract time for each TO, will be specified in the executed TO. Any TO in effect, prior to the expiration date of the Retainer Contract shall be completed.

QUALITY CONTROL/QUALITY ASSURANCE

The DOTD requires the Consultant to develop a Quality Control/Quality Assurance program or adopt DOTD's program; in order to provide a mechanism by which all construction plans can be subject to a systematic and consistent review. Consultant's must ensure quality and adhere to established design policies, procedures, standards and guidelines in the preparation and review of all design products. The DOTD shall provide limited input and technical assistance to the Consultant. The Consultant's plans shall meet or exceed DOTD's Construction Plans Quality Control / Quality Assurance Manual and EDSM No. Volume I. 1.1.24 on Plan Quality. The Consultant shall transmit plans with a DOTD Quality Control/Quality Assurance Checklist, Documentation Manual for Project Delivery, and a certification that the plans meet the DOTD's quality standards.

MINIMUM PERSONNEL REQUIREMENTS

The following requirements must be met at the time of submittal:

1. At least one Principal of the Prime-Consultant must be a Professional Engineer registered in the State of Louisiana.
2. At least one Principle or a responsible member of the Prime-Consultant must be a Professional Mechanical Engineer registered in the State of Louisiana, with a minimum of five years experience in the design and construction administration of mechanical and plumbing systems for commercial structures.

EVALUATION CRITERIA

The general criteria to be used by DOTD (when applicable) in evaluating responses for the selection of a Consultant to perform these services are:

1. Consultant's firm experience on similar projects, weighting factor of 3;
2. Consultant's personnel experience on similar projects, weighting factor of 4;
3. Consultant's firm size as related to the estimated project cost, weighting factor of 3;
4. Consultant's past performance on similar DOTD projects, weighting factor of 6;
5. Consultant's current work load, weighting factor of 5;
6. Location where the work will be performed, weighting factor of 4. *

*All respondents will receive a 4 for this category.

Complexity level (**simple**)

Consultants will be evaluated as indicated in Items 1- 6. The evaluation will be by means of a point-based rating system. Each of the above criteria will receive a rating on a scale of 0-4. Then the rating will be multiplied by the corresponding weighting factor. The firm's ratings in each category will then be added to arrive at the Consultant's final rating.

If Sub-Consultants are used, each member of the Consultant/Team will be evaluated on their part of the contract, proportional to the amount of their work. The individual team member ratings will then be added to arrive at the Consultant/Team rating.

Communication Protocol

DOTD's Project Evaluation Team will be responsible for performing the above described evaluation, and will present a short-list of the three (if three are qualified) highest rated Consultants to the Secretary of the DOTD. The Secretary will make the final selection. **Below are the proposed Team members. DOTD may substitute for any reason provided the members meet the requirements of R.S. 48:291.**

1. Debbie Guest – Ex officio
2. Andrew Sanders – Project Manager
3. Roy Dupuy
4. Jeremy Jones
5. Kevin Reed
6. Leslie Mix

Rules of Contact (Title 48 Engineering and Related Services)

These rules are designed to promote a fair, unbiased, legally defensible selection process. The LA DOTD is the single source of information regarding the Contract selection. The following rules of contact will apply during the Contract selection process and will commence on the date of advertisement and cease at the contract execution by the selected firm. Contact includes face-to-face, telephone, facsimile, Electronic-mail (E-mail), or formal written communications. Any contact determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of the submittal (SF 24-102):

- A. The Consultant shall correspond with the LA DOTD regarding this advertisement only through the LA DOTD Consultant Contracts Services Administrator;
- B. The Consultant, nor any other party on behalf of the Consultant, shall not contact any LA DOTD employees, including but not limited to, department heads; members of the evaluation teams; and any official who may participate in the decision to award the contract resulting from this advertisement except through the process identified above. Contact between Consultant organizations and LA DOTD employees is allowed during LA DOTD sponsored one-on-one meetings;
- C. Any communication determined to be improper, at the sole discretion of the LA DOTD, may result in the rejection of submittal, at the sole discretion of the LA DOTD;
- D. Any official information regarding the project will be disseminated from the LA DOTD'S designated representative on the LA DOTD website. Any official correspondence will be in writing;

- E. The LA DOTD will not be responsible for any verbal exchange or any other information or exchange that occurs outside the official process specified herein.

By submission of a response to this RFQ, the Consultant agrees to the communication protocol herein.

CONTRACT REQUIREMENTS

The selected Consultant will be required to execute the contract within 10 days after receipt of the contract.

INSURANCE - During the term of this contract, the Consultant will carry professional liability insurance in the amount of \$1,000,000. This insurance will be written on a “claims-made” basis. Prior to executing the contract, the Consultant will provide a Certificate of Insurance to DOTD showing evidence of such professional liability insurance.

AUDIT - The selected Consultant will allow the DOTD Audit Section to perform an annual overhead audit of their books, or provide an *independent* Certified Public Accountant (CPA) audited overhead rate. This rate must be developed using Federal Acquisition Regulations (FAR) and guidelines provided by the DOTD Audit Section. In addition, the Consultant will submit semi-annual labor rate information, when requested by DOTD.

The selected Consultant will maintain, an approved Project Cost System and segregate direct from indirect cost in their General Ledger. Pre-award and post audits, as well as interim audits, may be required. For audit purposes, the selected Consultant will maintain accounting records for a minimum of five years after final contract payment.

Any Consultant currently under contract with the DOTD and who has not met all the audit requirements documented in the manual and/or notices posted on the DOTD Consultant Contract Services Website (www.dotd.louisiana.gov), will not be considered for this project.

SUBMITTAL REQUIREMENTS

One original (**stamped “original”**) and **five** copies of the SF 24-102 must be submitted to DOTD. All submittals must be in accordance with the requirements of this advertisement and the Consultant Contract Services Manual. Any Consultant/Team failing to submit any of the information required on the SF 24-102, or providing inaccurate information on the SF 24-102, will be considered non-responsive.

Any Sub-Consultants to be used, including Disadvantaged Business Enterprises (DBE), in performance of this Contract, must also submit a SF 24-102, which is completely filled out and contains all information pertinent to the work to be performed.

The Sub-Consultant's SF 24-102 must be firmly bound to the Consultant's SF 24-102. In Section 9, the Consultant's SF 24-102 must describe the **work elements** to be performed by the Sub-Consultant(s), and state the approximate **percentage** of each work element to be subcontracted to each Sub-Consultant.

Name(s) of the Consultant/Team listed on the SF 24-102, must precisely match the name(s) filed with the Louisiana Secretary of State, Corporation Division, and the Louisiana State Board of Registration for Professional Engineers and Land Surveyors.

The SF 24-102 will be identified with State Project No. **700-99-0555**, and will be submitted **prior to 3:00 p.m. CST on Monday, September 13, 2010**, by hand delivery or mail, addressed to:

Department of Transportation and Development
Attn.: Ms. Debra L. Guest, P.E.
Contracts Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Telephone: (225) 379-1889

REVISIONS TO THE RFQ

DOTD reserves the right to revise any part of the RFQ by issuing an addendum to the RFQ at any time. Issuance of this RFQ in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all Qualification Statements submitted and/or cancel this announcement if it is determined to be in DOTD's best interest. All materials submitted in response to this announcement become the property of DOTD and selection or rejection of a submittal does not affect this right. DOTD also reserves the right, at its sole discretion, to waive administrative informalities contained in the RFQ.